

INSTRUCTIONS FOR GRANT FINANCIAL STATUS REPORT

NOTE: When indicating the reporting period: If this represents your final report (project is completed), please mark FINAL REPORT.

ITEM NO.

4. Enter Employer Identification Number assigned by the United States Internal Revenue Service.
10. Enter the total gross outlays (less rebates, refunds, and other discounts) for this report period including disbursements of cash realized as program income. For reports that are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, and the amount of cash advances and payments made to contractors and sub grantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contractors, sub grantees, and other payees.
11. Enter the amount of all program income realized in this period that is required by the terms and conditions of the award to be deducted from total project costs. For reports prepared on a cash basis, enter the amount of cash income received during the reporting period. For reports prepared on an accrual basis, enter the amount of income earned since the beginning of the reporting period. When the terms or conditions allow the program income to be added to the total award, explain in the remarks section the source amount and disposition of the income.
14. Enter the amount pertaining to the non-grant share of program outlays included in the amount on line 13.
16. Enter the total amount of unliquidated obligations for this project including unliquidated obligations to sub grantees and contractors. Unliquidated obligations are:

Cash basis – obligations incurred but not paid.

Accrued expenditure basis – obligations incurred but for which an outlay has not been recorded.

NOTE: Do not include any amounts that have been included on lines 9 through 15. On the Final Report, line 16 should have a zero balance.
18. Enter the grant share of unliquidated obligations shown on line 16. The amount shown on this line should be the difference between line 16 and line 17.
19. Enter the sum of the amounts shown on line 15 and line 18. If the report is final, it should not contain any unliquidated obligations.
21. Enter the unobligated balance of grant funds. This amount should be the difference between line 19 and line 20.

Detailed accounting records must support the figures provided in this report. The records will be retained and available for audit for a minimum of three years.

INSTRUCTIONS FOR GRANT CASH TRANSACTIONS REPORT

NOTE: When indicating the reporting period: If this represents your final report (project is completed), please mark FINAL REPORT.

ITEM NO.

4. Enter Employer Identification Number assigned by the United States Internal Revenue Service.
6. Enter the total amount of grant cash on hand at the beginning of the reporting period, including funds on deposit, imprest funds, and undeposited checks/warrants.
- 7A. Enter the total amount of funds received during the period as grant reimbursements.
- 7B. Enter the total amount of funds received during the period as grant advances.
10. Enter the total amount of grant cash disbursements made during the reporting period, including cash received as program income. Disbursements, as used here, also include the amount of advances and payment less refunds to sub grantees or contractors, the gross amount of salaries and wages including the employer's share of benefits if treated as a direct cost, interdepartmental charges for supplies and services, and the amount to which recipient is entitled for indirect costs.
12. Enter the grant share of program income that was required to be used on the project by the terms of the grant.
13. Enter the amount of all adjustments pertaining to prior periods affecting the ending balances that have not been included in any lines above. Explain all adjustments in the remarks section; use plain sheets of paper if additional space is required.
14. Enter the total amount of grant cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (line 9 less line 12, plus or minus line 13).
15. Enter the estimated number of days until cash on hand (shown on line 14) will be expended.
16. Enter the amount of interest earned during the period on grant advances.
17. Enter the amount of advances to secondary recipients included in line 10.

Detailed accounting records must support the figures provided in this report. The records will be retained and available for audit for a minimum of three years.